



## Staff Positions Recruitment & Onboarding Process

*Updated September 2025*

Phase	Step	Action	Responsible Party
<b>Pre-Recruitment &amp; Authorization</b>	1	<b>Assess department needs</b> – Assess departmental needs by evaluating whether a new hire is essential, confirming budget availability, determining the appropriate job classification, and ensuring the position directly supports the department's objectives and strategic goals.	Department Head, Supervisor, Dean/VP
	2	<b>Develop/Update Position Description:</b> Ensure the role has clearly defined duties, required skills, and minimum qualifications, and verify that the position is appropriately classified.  Reach out to HR for support in identifying the appropriate CUPA salary range (unclassified) and to confirm classification. Use the most current version of the position description template. available on the HR Forms page.	Hiring Authority, HR
	3	<b>Submit Authorization to Fill (ATF)</b> and Position Description (Word format) to paydocuments@wou.edu for routing and required approvals.	Hiring Authority, Dean/VP, HR
	4	<b>Schedule gameplan meeting</b> – HR schedules a gameplan meeting with the Search Chair and the Hiring Authority to discuss the search timeline, folder tools, and compliance responsibilities.	HR, Hiring Authority, Search Chair
<b>Recruitment Preparation &amp; Posting</b>	5	<b>Finalize recruitment materials</b> – The Hiring Authority and HR collaborate to confirm the accuracy and completeness of the job posting language, ensure evaluation tools align with the position criteria, and finalize the outreach strategy to attract a diverse and qualified applicant pool.	HR, Search Chair, Hiring Authority
	6	<b>Share search folder</b> – HR provides the search committee with a structured Google folder containing all necessary templates, forms, and resources for screening applications, conducting interviews, and compiling the final search report.	HR



	7	<b>Organize search committee</b> – The Search Chair convenes an initial meeting to set the foundation for a fair and effective search. This includes clarifying committee member roles and responsibilities, reviewing timelines, explaining the evaluation rubric aligned with the job posting, and outlining the decision-making process. Expectations for confidentiality, equitable treatment of applicants, and consistent application of criteria are emphasized.  Establishing this shared understanding early helps ensure transparency, integrity, and alignment with institutional hiring practices throughout the search.	Search Chair
	8	<b>Post job announcement</b> – The search committee collaborates with HR to recruit candidates and identify additional advertising sites specific to the position. HR posts the job announcement on the WOU website and other approved paid advertising platforms as outlined in the Authorization to Fill (ATF) form.  The search committee is also responsible for sharing the posting to listservs, professional networks, and other relevant free sites to broaden outreach and attract a diverse applicant pool.	HR
	9	<b>Committee training</b> – Search committee members review all training materials in the shared search folder, complete required training, and submit a signed confidentiality form (SDSSC) to gain access to the application portal.	HR, Search Chair
<b>Screening &amp; Interviews</b>	10	<b>Begin application review</b> – The search committee evaluates all submitted applications using a standardized rubric that aligns directly with the minimum qualifications listed in the job announcement. This ensures that candidates are assessed consistently, fairly, and only on the published requirements.	Search Committee
	11	<b>Select interviewees</b> – Based on the completed application evaluations, the Search Committee uses the standardized rubric to identify candidates who best meet the published qualifications. The committee then determines which applicants to invite for interviews and submits their candidate ID numbers to Human Resources. HR provides the corresponding contact information for the committee to begin coordinating the interview process.	Search Chair, HR



	12	<b>Conduct interviews</b> – Interview questions must be submitted to Human Resources for approval before interviews are scheduled. All interviews must follow a consistent format, conducted either via Zoom or in person. The same set of approved questions must be asked of all candidates and thoroughly documented and submitted with the final search report. Hiring managers must participate in second-round interviews.  If candidate travel is required, the travel budget amount must be clearly stated in the Authorization to Fill and approved in advance. All travel expenses must be coordinated according to the department's budget guidelines and approvals.	Search Committee
	13	<b>Conduct reference checks</b> – After finalists are identified, reference checks must be conducted using a standardized set of questions. These questions must be submitted to Human Resources for approval in advance. The same approved questions must be asked of all references, and responses must be carefully documented to ensure consistency and fairness. All reference check notes must be filed with the final search report.	Search Chair or Hiring Authority
<b>Selection &amp; Hiring</b>	14	<b>Submit final recommendation</b> –The Search Committee submits a written recommendation to the Hiring Authority and HR via email. The email must summarize the selected candidate's qualifications, highlight key points from interviews and reference checks, explain why the candidate is the best fit, and include the candidate's application, interview notes, and reference check notes as attachments.	Search Chair
	15	<b>Next Step for the Hiring Authority</b> – The Hiring Authority thoroughly reviews the committee's recommendation, application materials, interview notes, and reference checks. They then extend a verbal offer, clearly stating the role, salary, start date, and any contingencies. Notify HR immediately upon acceptance to initiate the background check, or consult HR if the candidate declines.	Hiring Authority
	16	<b>Submit final search report</b> – The Search Chair must complete the Final Search Report form, organize all required documents (committee recommendation, candidate evaluations, interview notes, reference checks, etc.) in the shared search folder, and notify HR when the folder is complete. HR will then download the materials,	Search Chair, HR



		send rejection notices to non-selected candidates, and file the documentation for recordkeeping and compliance.	
	17	<b>Background Check</b> - Human Resources initiates pre-employment background checks after a conditional offer is made. Once the candidate is cleared, HR notifies the Hiring Authority to proceed with final onboarding steps.	HR
	18	<b>Submit the EA</b> - The Hiring Manager confirms a reasonable start date with the new hire, allowing at least <b>two weeks</b> for processing. The Hiring Manager then submits the Employment Authorization (EA) form to paydocuments@wou.edu.	Hiring Manager
	19	<b>Issue offer letter &amp; paperwork</b> - Once the Employment Authorization is approved, HR prepares the official offer letter and new hire paperwork and sends a draft to the Hiring Manager for review. After approval, HR sends the finalized documents to the candidate.	HR
<b>Onboarding &amp; Orientation</b>	20	<b>New hire completes paperwork</b> - The new hire must submit all required onboarding documents, including the I-9 form, within 3 business days of starting their position. Failure to complete and submit these documents on time may delay payroll processing or access to systems. The new hire should submit paperwork to Human Resources.	New Hire, HR
	21	<b>Issue arrival notice</b> - Once the new hire's paperwork is received and verified by HR, HR will send an arrival notice to activate the employee's email, grant system access, and confirm eligibility for an ID card.	HR
	22	<b>Prepare for arrival</b> - Supervisor prepares the workspace, welcome plan, and first-week schedule. In advance of the start date, send welcome emails to the new employee with parking info, check-in details, and any first-day instructions.	Supervisor
	23	<b>First-day welcome</b> - Supervisor greets the new employee upon arrival, provides a tour of the department/building, assists with ID card and key pickup if applicable, reviews job duties and expectations, and introduces the employee to team members and key campus partners. Schedule a check-in meeting for the end of the first day or week.	Supervisor



	24	<b>New Employee Orientation (NEO)</b> – All new hires must complete the <a href="#">NEO enrollment form</a> . HR will follow up with an invitation to attend the scheduled New Employee Orientation session. This session provides an overview of university policies, benefits, campus resources, and an introduction to the organizational culture to support a successful start.	HR
	25	<b>Complete onboarding checklists</b> – Within the first 30 days, the supervisor and new hire collaboratively complete the onboarding checklists to ensure all required tasks, training, and paperwork are completed for a smooth transition.	Supervisor, New Hire
	26	<b>Provide ongoing support</b> – Supervisor conducts regular check-ins during the first 30, 60, and 90 days to support the employee's integration, address questions, clarify expectations, and encourage professional development. Offer feedback, reinforce key policies, and help build connections across campus.	Supervisor, New Hire

### Human Resources Contact:

- Crystal Talitonu-Naea, Talent Acquisition Coordinator (TAC) [talitonuc@wou.edu](mailto:talitonuc@wou.edu) | 503-838-8552
- Forms & Resources: [Recruitment & Onboarding Hub](#)
- WOU Job Postings: [Current Job Openings](#)